

The Steps:

A complete development plan is not required in order to schedule a DRT meeting. However, the more information you give us, the better feedback we can provide to you. If you would like to schedule a conceptual meeting, and perhaps you have a concept site plan, we would like to meet with you.

If you have a preliminary or complete site plan and/or a code footprint and would like to meet prior to continuing any other document preparation, we would like to meet with you.

The DRT is not a substitute for your team of design professionals, which will normally consist of a licensed architect and engineer. We encourage you to invite them to attend your meeting.

To schedule a meeting, please contact Kevin Hanlin, Zoning Enforcement Officer. Kevin can also provide further information and answer any questions you may have about the benefits of the DRT.

What if the property I want to develop is not within the city limits of Emporia?

You can also request a DRT meeting for commercial or industrial development located within the Emporia-Lyon County Metropolitan Planning Area.

Commitment to Service Quality

The City of Emporia values safe and quality-built industrial, commercial and residential construction within our community. In order to promote the growth and development of Emporia and to ensure the highest level of service to all our citizens, we commit to:

- ✓ Demonstrating appreciation, courtesy & integrity
- ✓ Ensuring open communication & professionalism
- ✓ Providing a value-added development review & inspection process that is simplest, most user-friendly possible
- ✓ Recognizing the public good, value of public input & openness to new ideas
- ✓ Demonstrating efficiency, reliability & timeliness
- ✓ An accurate and solution-based interpretation of all regulations
- ✓ An approach that is helpful, practical and quality driven

It shall be an expectation of the citizens of this community that these commitments will be followed at all times and in all circumstances, and that our success as public service professionals will be evaluated on our ability to fulfill them.

Development
Reverview
Team

WHAT IS DRT?

WELCOME!

**We're glad
you asked!**

EMPORIA
City of Emporia

THE PHILOSOPHY OF MANAGING DEVELOPMENT

To manage and achieve growth in a more service oriented manner, the City of Emporia has created the Development Review Team (DRT). This team incorporates the variety of disciplines necessary for quality development, including departments and divisions such as Planning & Zoning, Engineering, Utilities, Fire and Code Services. Effective real estate development requires a great degree of planning and effective communication among all parties. Exceptional development is achieved from a committed partnership between the development community and City staff. Teamwork is most effective when communication is consistent and professional, and requests from all sides are reasonable and based on factual information.

The Role of City Staff: We are here to serve the public interest. As directed by the citizens and public officials of Emporia, the goal and responsibility of the staff is to administrate and coordinate the development standards of the City. This begins by providing direction based on applicable policies, guidelines, codes and professional standards.

The Role of the Development Community: It is the developer's responsibility to understand the development process, including the timelines of design professionals and City staff. The developer needs to understand the time involved to prepare and review a set of quality plans, and with that in mind, set realistic schedules. Like any other profession, design professionals have more than one client, as does City staff.

Why Should I Schedule a DRT Meeting?

The goal of the DRT is to ensure coordination of development through effective use of your time and staff time. A DRT meeting provides you an opportunity to obtain feedback, guidance and clarification on regulations prior to submitting your building permit application. The DRT is comprised of staff who can answer questions related to your project which may include:

Planning & Zoning: Can you build what you want where you want? Is the land zoned for your proposed use? Will you need special approval from the Planning Commission?

Utilities: Is city water and sewer available? What will you need to do to get it? Is there enough water for fire protection?

Traffic & Emergency Access: Can the emergency vehicles get to your building? Can customers and employees safely enter and exit the property?

Drainage: Are you in the floodplain? Why does this matter? How will water drain from the building and property? Will a storm water study be required?

Building Plans: What is the proposed occupancy classification and construction type? How does that affect building separations and setbacks on the property? How will the ADA accessibility requirements affect your proposed building?

Other Considerations: Does your project provide for adequate parking? Will landscaping be required for your project? Will you be required to submit a code footprint? What special requirements do you need to know about restaurants? What financing alternatives might be available for your development?

You can schedule a DRT meeting and get this information in one visit to our building!

So, are you ready to
schedule a meeting?

How do you know?



REQUEST TO MEET WITH THE DEVELOPMENT REVIEW TEAM

- **Welcome to the Development Review Team!** The DRT is comprised of a cross section of the City's key staff members, including department heads, who deal with development issues on a daily basis. Jim Witt, Assistant City Manager, manages the DRT. The mission of the DRT is to provide the best possible customer service by maintaining close contact with the project representatives, by providing thorough review and feedback on every major proposed project, and by working to resolve issues at the earliest possible stage of development.
- The goal of the DRT is to ensure efficient coordination of development services through effective use of staff time, consistent technical interpretation and quality decision making, which is essential to the success of a project.
- The effectiveness of the DRT is best implemented by asking the developer's team of professionals (architect, owner, civil engineer and project liason) to provide a complete development plan. We realize it all starts with an idea, so we ask you to choose the type of meeting necessary at this time to begin to make your development plan a reality.

PLEASE SELECT ONE OF THE FOLLOWING TWO MEETING REQUEST OPTIONS:

☐ REQUEST FOR A CONCEPTUAL PRESENTATION MEETING

All documentation that you would like to be reviewed or commented on by City Staff needs to be submitted **one week prior** to a scheduled meeting date:

- Complete request form
- Preliminary code footprint/site plan, floor plan and building elevations

☐ REQUEST FOR A COMPLETE DEVELOPMENT PRESENTATION MEETING

All documentation needs to be submitted **one week prior** to a scheduled meeting date:

- Complete request form
- Code footprint/site plan, floor plan and building elevations
- Seven (7) copies of the proposed site plan and survey drawn to scale, or subdivision plat drawn to scale, showing the following items:
 - * Legal Description
 - * All Easements
 - * Location of Fire Hydrants
 - * Proposed Parking Lots
 - * Property Boundaries
 - * Internal Road System
 - * Water & Sewer Designs
 - * Proposed Landscaping
 - * Adjacent Streets
 - * Storm Water Drainage
 - * Proposed Structure(s)
 - * Driveway Locations (existing & proposed)
- The presence of your development team, including an architect, a civil engineer, the owner, the developer and the project liason.

Please send the completed request form to the Zoning Department:

khanlin@emporia-kansas.gov

Zoning and Platting:

- Is the zoning appropriate for the proposed use? (Rezone or CUP)
- Any existing Conditional Use Permits (CUPs) or Planned Unit Development (PUD's)?
- Does the property need to be platted or re-platted?
- Are there zoning variances needed?
 - Building height
- Setbacks
- Is the site in the floodplain (floodway or flood fringe)?
- Is the number of parking spaces shown adequate for staff and customers?
- Is landscaping required for this project?

Utilities – Water Supply and Sewage Collection:

- Will adjacent lines provide adequate water supply for fire flows?
- Will a fire sprinkler system be required?
- Are additional lines or hydrants needed?
- Do nearby lines and pump stations have adequate capacity?
- Are any sewer line extensions needed?
- Dedicated Easements
- Will an “Industrial Discharge Permit” be required?
- Costs of utilities? Payment of these costs?
- Are there currently any deficiencies noted in the area?

Traffic and Emergency Access:

- Are adjacent streets adequate to carry the additional traffic?
- Is on-site traffic circulation safe, efficient and accessible for vehicles?
- Does the emergency access lane meet the needs of Fire/EMS?
- Are driveways property aligned/spaced with connecting guidelines?
- Are the service areas (deliveries, refuse, etc.) well planned?
- Will any roads need to be improved/changed? Who pays?
- Will traffic signals be required? Moved? Etc.

Drainage:

- Does the area currently experience storm drainage problems?
- Does the drainage study indicate a storm water detention facility is needed?
- Will a drainage study be required for the project?
- Erosion Control/Land Disturbance Permit

Building Plans/Occupancy:

- What building occupancies are proposed?
- What construction type is proposed?
- Is enough setback provided to avoid fire-resistive construction of exterior walls?
- Is there enough open area around the building for the desired construction type?
- Will the building require a fire sprinkler and/or alarm system?
- Has the entire building been included in the code analysis?
- Are there any apparent ADA accessibility concerns?
- Fire Protection

Redevelopment of Existing Structures:

- Is the property within a Historic District? (State Historic Tax Credits)
- Is the property within a Neighborhood Revitalization District?
- Is the property within any other overlay district? (Elderly Housing, Housing Opportunity)
- Are local grants available? (Emporia Main Street)

PLEASE PROVIDE THE FOLLOWING REQUESTED INFORMATION:

Project Liason's Name & Firm: _____

Address: _____

Telephone Number: _____ E-mail: _____

Current Property Owner: _____

Telephone Number: _____

Has a surveyor been hired? ☐ Yes ☐ No If yes, please name: _____

Has an architect been hired? ☐ Yes ☐ No If yes, please name: _____

Has an engineer been hired? ☐ Yes ☐ No If yes, please name: _____

Has a site survey been prepared? ☐ Yes ☐ No If yes, by whom: _____

Site Address: _____

If not currently located in the city limits of Emporia, do you plan to annex? ☐ Yes ☐ No ☐ N/A

Please briefly describe your project: _____

Project Timeline (Groundbreaking, Start of Construction, Completion Date, etc.) _____

Objective of this meeting – what specific topics do you wish to discuss? _____

For historical data tracking, please give an estimate of your project's value: \$ _____

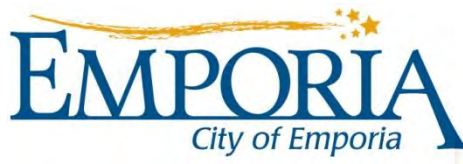
Please send the completed request form to the Zoning Department:

khanlin@emporia-kansas.gov

DEVELOPMENT REVIEW TEAM

Meeting Outline

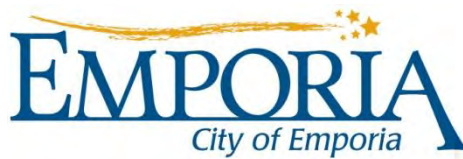
- ❖ Welcome and Applicant IntroductionsJim Witt
- ❖ Commitment to Service QualityJim Witt
- ❖ Quick Problem Resolution.....Jim Witt
- ❖ DRT Process OverviewJim Witt
- ❖ Staff Introductions..... DRT
- ❖ Project Overview/Timeline Developer or Architect
- ❖ Planning..... Planning Dept.
 - ◆ Site Plan DRT
- ❖ Utilities Public Works & Engineering
- ❖ Fees (sewer, water taps, excavation, etc.) Public Works
- ❖ Emergency Access..... Fire Dept.
- ❖ Fire Protection..... Fire Dept.
- ❖ Traffic Engineering Dept.
- ❖ Drainage Engineering Dept.
- ❖ Erosion Control..... Engineering Dept.
- ❖ Occupancy/Building PlansCode Services & Fire Dept.
- ❖ Applicable Submittal Requirements (Departmental Checklists)All Departments
- ❖ Contractor Certification & Licensing.....All Departments
- ❖ SummaryJim Witt



COMMITMENT TO SERVICE QUALITY

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DEVELOPMENT REVIEW TEAM

CONTACT INFORMATION

City Manager's Office

Jim Witt | Assistant City Manager
Blaise Plummer | City Attorney

620-343-4250

jwitt@emporia-kansas.gov
bplummer@emporia-kansas.gov

Zoning Office / GIS

Kevin Hanlin | Zoning Enforcement
Becky Samuelson | GIS Technician

620-343-4268

khanlin@emporia-kansas.gov
bsamuelson@emporia-kansas.gov

Code Services

Martin Peres | Chief Building Inspector
Jim Magathan | Building Inspector

620-343-4274

mperes@emporia-kansas.gov
imagathan@emporia-kansas.gov

Engineering

Jerry Menefee | City Engineer
Jon Proehl | Chief Engineering Technician

620-343-4260

jmenefee@emporia-kansas.gov
jproehl@emporia-kansas.gov

Fire Department

Reason Bradford | Fire Marshal
Jack Taylor | Fire Chief

620-343-4239

rbradford@emporia-kansas.gov
jtaylor@emporia-kansas.gov

Public Works Center

Ron Childers | PWC Director
Gary Sadowski | Underground Utilities Supervisor

620-340-6339

rchilders@emporia-kansas.gov
gsadowski@emporia-kansas.gov